Fig. 1.

CORPORATE CHARGE CARD PROVIDER — 18

22

MAINFRAME SYSTEM — 16

24

CORPORATE BANKING PROVIDER — 20

24

CORPORATION GENERAL LEDGER

34

24

PAYROLL — 36

TRAVELERS' BANK ACCOUNT — 32

MAINFRAME GATEWAY SERVER SYSTEM — 14

10 →

24

CENTRAL GTR DATABASE SERVER SYSTEM — 12

CORPORATE MAILHUB SERVER SYSTEM — 30

28

28

28

TRAVELER CLIENT SYSTEM — 26

TRAVELER CLIENT SYSTEM — 26

TRAVELER CLIENT SYSTEM — 26

FIG. 2

Fig. 2

112

110

114

Global Travel Reporting

File Edit Tools Reports Approvals Settings Help

New Change View Users Visa Defaults Tools Reports Approvals Exit Help

Create a new expense book
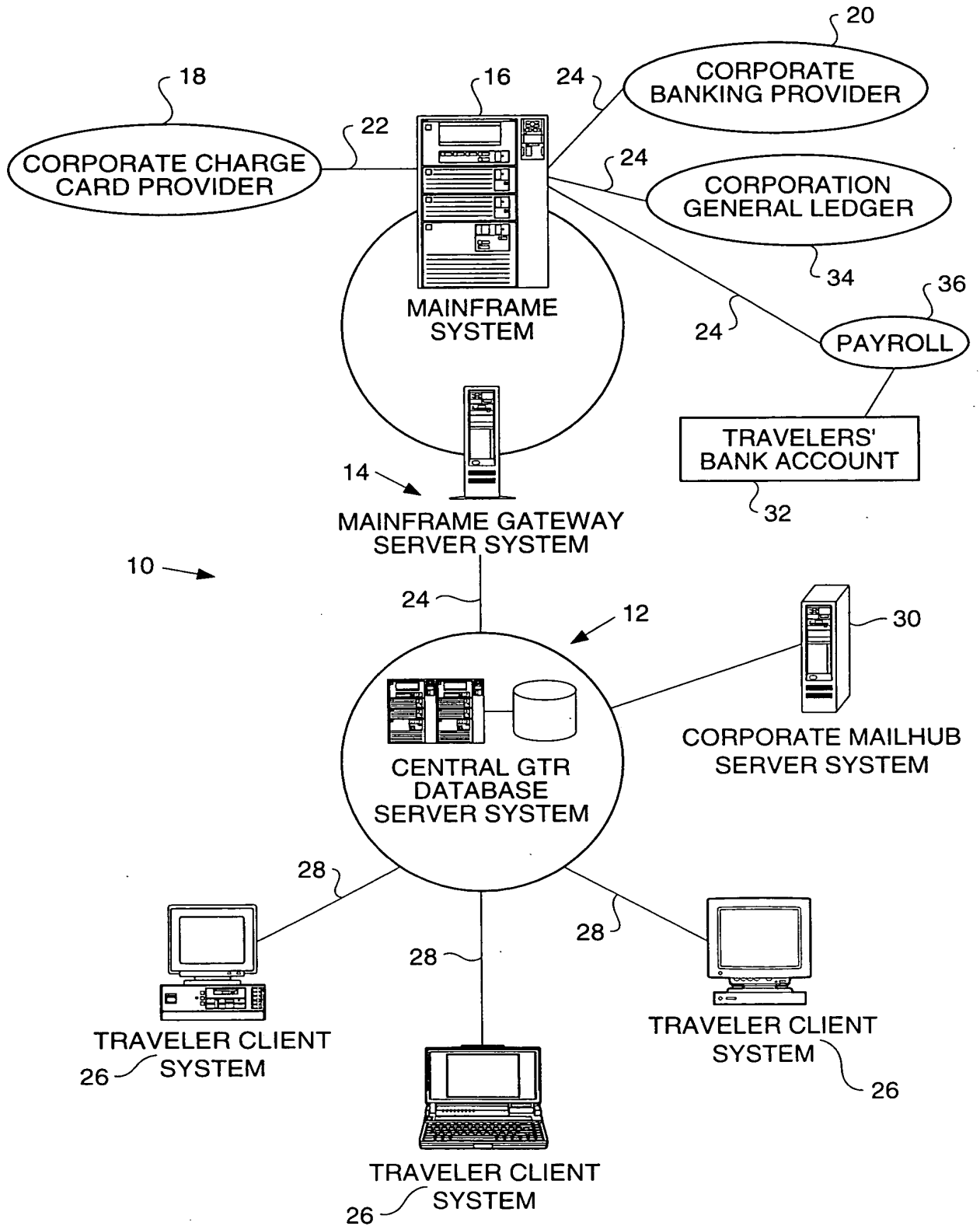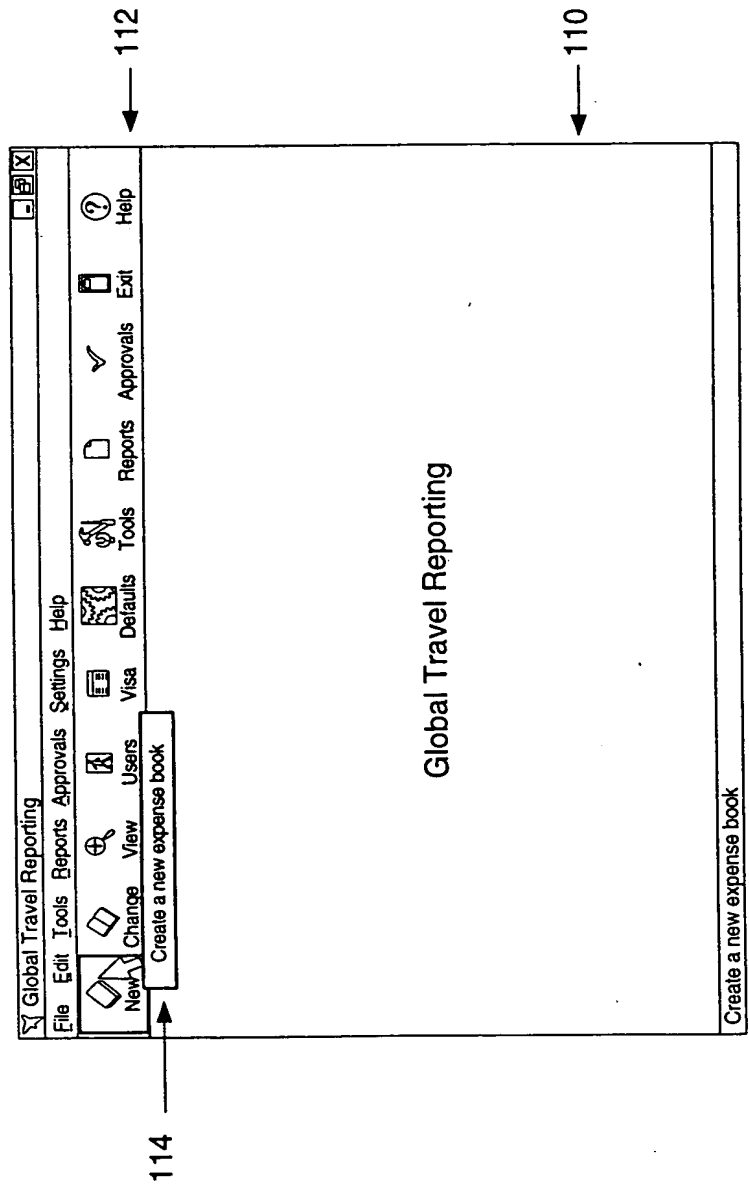
Global Travel Reporting

Create a new expense book

FIG. 3

GTR New Book Wizard

Please enter the following information and click Next to continue.

Employee name: 118
HANCOCK, JOHN MICHAEL ▸

Book title: 120
Trip to Canadian dealer

Book start date: 122
Book end date: 124

Help   <Back   Next>   Cancel

116

126

Fig. 4

128

GTR New Book Wizard

Please enter the following information and click Next to continue.

List business purpose, city, and person visited including: title, company name, and business relationship.

Trip to Halifax, Canada to visit Caterpillar dealer John Smith of Atlantic Tractors and Equipment. John, the IS Manager, helped us gather new system requirements.

Help

<Back

Next>

Cancel

126

FIG. 5

GTR New Book Wizard

Please enter the following information and click Next to continue.

Would you like to download any new VISA charges? — 130

⊙ Yes, update my downloaded Visa charges — 132
(Requires a connection to the server)

○ No thanks, I'll enter them manually from receipts — 131
(Does not require a connection to the server)

Help   <Back   Next>   Cancel

126

Fig. 6

— 134

GTR New Book Wizard

Please enter the following information and click Next to continue.

Confirm

? This procedure requires a connection to the server and may take a few minutes depending on the speed of your connection. Are you sure you want to continue?

136 —

Yes

No

Help   <Back   Next>   Cancel

Fig-7

138

GTR New Book Wizard

Please enter the following information and click Next to continue.

...ew VISA charges?

Visa charges
server)

Information

8 new Visa charges were downloaded.

OK

140

nually from receipts
n to the server)

Help   <Back   Next>   Cancel

Fig. 8

International Book

Manual Entries...

Preview | Book Info. | Defaults | Overrides | Visa Info. | Calculator | Print | Submit | Help

Apply To Book... — 148

Reconcile Toggle

142

Downloaded Visa Charges

te Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
98 SHELL 2001	$17.18	CAD	23.64		23.64	
98 NATIONAL-T	$281.50	CAD	385.32		385.32	
98 UNITED AIR	$450.16	USD	450.16		450.16	
98 FIRST BANK	$100.00	USD	100.00		100.00	
98 *FINANCE C	$2.00	USD	2.00		2.00	
98 HOLIDAY IN	$776.00	CAD	1055.98		1055.98	
98 TONY ROM	$20.38	CAD	28.00		28.00	

144

Drag to resize →

Description	Amt. in USD	Curr. Code	Local Amt.	Pmnt. Type	Rec Req.?
Business Purpose					
98					

146

Delete

Edit...

Fig. 9

150

Select a Category and Sub-Category ☒

Please select a category and sub-category and click next to continue:

153

Category:

Business Purpose
Cash Advances/Fees
Entertainment
Except Reimbursement
Hotel
Meals
Mileage
Other
Transportation

151

Sub-Category:

Airfare
Airport Tax
Other Transportation
Parking
Rail
Rental Car
Rental Car Gas
Taxi

Help   <Back   Next>   Cancel

126

Fig. 10.

Airfare - VISA

Departure date: 02/05/1998

Local amount: 154 450.16

Total in US dollars: 450.16

Carrier: 156

Specify other:

Was any part of this ticket unused?
○ No
○ Yes

Local currency
U.S. (DOLLAR)
Currency code: **USD**

🌐 Change...

Ticket number: 158

152

Help | <Back | ⇩ Apply This Item To Your Expense Book | Cancel

PATENT APPLICATION

Fig. 11

Toolbar: Save | Preview | Book Info. | Defaults | Overrides | Visa Info. | Calculator | Print | Submit

Manual Entries...

Apply — 148

Recon

142

161

Downloaded Visa Charges

Trans. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
01/15/1998	SHELL 2001	$17.18	CAD	23.64		23.64	
01/15/1998	NATIONAL-T	$281.50	CAD	385.32		385.32	
02/01/1998	UNITED AIR	$450.16	USD	450.16	450.16	0.00	Y
02/05/1998	FIRST BANK	$100.00	USD	100.00		100.00	
02/05/1998	*FINANCE C	$2.00	USD	2.00		2.00	
02/05/1998	HOLIDAY IN	$776.00	CAD	1055.98		1055.98	
02/05/1998	TONY ROM	$20.38	CAD	28.00		28.00	

Drag t

Expense Book Entries

Date	Description	Business Purpose	Amt. in USD	Curr. Code	Local Amt.	Pmnt. Type	Rec Req
02/01/1998			$0.00	USD	0.00		
02/05/1998	Airfare		$450.16	USD	450.16	VISA	Y

144

146

160

Fig. 12.

GTR Data Entry Screen

File   Edit   Visa Charges   Expenses   Settings   Help

Save   Preview   Book Info.   Defaults   Overrides   Visa Info.   Calculator   Print   Submit

Internati

Manual Entries...

Apply   Recon

Downloaded Visa Charges

Trans. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
01/15/1998	SHELL 2001	$17.18	CAD	23.64		23.64	
01/15/1998	NATIONAL-T	$281.50	CAD	385.32		385.32	
02/01/1998	UNITED AIR	$450.16	USD	450.16	450.16	0.00	Y
02/05/1998	FIRST BANK	$100.00	USD	100.00	100.00	0.00	Y
02/05/1998	*FINANCE C	$2.00	USD	2.00	2.00	0.00	Y
02/05/1998	HOLIDAY IN	$776.00	CAD	1055.98		1055.98	
02/06/1998	TONY ROM	$20.38	CAD	28.00		28.00	

Expense Book Entries

Date	Description	Amt. in USD	Curr. Code	Local Amt.	Pmnt. Type	Rec Req
02/01/1998	Business Purpose	$0.00	USD	0.00		

→ Drag

162

148

144

146

FIG. 13.

Hotel - VISA

Check-in date: 02/05/1998

Number of nights: 5

Local daily rate with taxes: 200 _168_

Total in US dollars: 734.86 _170_

Hotel chain: 166 — Holiday Inn

Specify other:

Local currency
CANADA (DOLLAR)
Currency code: **CAD**
Exchange rate: **1.3608000**

Change...

_164_

Help   <Back   ⇕ Apply This Item To Your Expense Book   Cancel

_158_

Date	Description	Amt. in USD	Curr. Code	Local Amt.	Pmt. Type	Rec Req
02/01/1998	Business Purpose	$0.00	USD	0.00		

Fig. 14

171

Hotel - VISA

You still have a balance left on this VISA charge.

VISA local amount:	1055.98
Amount applied so far:	1000.00
Balance:	55.98

172

Would you like to continue applying the balance to other expense catgegories?

174 — Yes   No   Help

Date	Description	Amt. in USD	Curr. Code	Local Amt.	Print.	Type	Rec. Req.
02/01/1998	Business Purpose	$0.00	USD	0.00			

Apply

Recon

Drag t

PATENT COOPERATION

Fig. 15.

176

Dinner - VISA

Date: 02/05/1998

Local amount: 40 — 180

Tip: (see note below)

178

(CASH only)

Total in US dollars: 29.39

Local currency

CANADA (DOLLAR)

Currency code: **CAD**

Exchange rate: **1.3608000**

Change. . .

158

Help	<Back	⇩ Apply This Item To Your Expense Book	Cancel

Apply This Item To Your Expense Book

Date	Description	Business Purpose	Amt. in USD	Curr. Code	Local Amt.	Print. Type	Rec Req
02/01/1998		Business Purpose	$0.00	USD	0.00		

Fig. 16.

182

Dinner - VISA

You still have a balance left on this VISA charge.

VISA local amount: 1055.98

Amount applied so far: 1040.00

Balance: 15.98

Would you like to continue applying the balance to other expense catgegories?

Yes   No   Help

184

Date	Description	Business Purpose	Amt. in USD	Curr. Code	Local Amt.	Print. Type	Rec. Req
02/01/1998			$0.00	USD	0.00		

Fig. 17.

148

142

186

GTR Data Entry Screen

File Edit Visa Charges Expenses Settings Help

Save Preview Book Info. Defaults Overrides Visa Info. Calculator Print Submit

Manual Entries...

Internati...

⇨ Apply

✓ Recon...

↓ Drag t

Downloaded Visa Charges

Trans. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
01/15/1998	SHELL 2001	$17.18	CAD	23.64		23.64	
01/15/1998	NATIONAL-T	$281.50	CAD	385.32		385.32	
02/01/1998	UNITED AIR	$450.16	USD	450.16	450.16	0.00	Y
02/05/1998	FIRST BANK	$100.00	USD	100.00	100.00	0.00	Y
02/05/1998	*FINANCE C	$2.00	USD	2.00	2.00	0.00	Y
02/05/1998	HOLIDAY IN	$776.00	CAD	1055.98	1040.00	15.98	
02/06/1998	TONY ROM	$20.38	CAD	28.00		28.00	

Expense Book Entries

Date	Description	Amt. in USD	Curr. Code	Local Amt.	Pmnt. Type	Rec Req
02/01/1998	Business Purpose	$0.00	USD	0.00		

144

146

Fig. 18.

Select a Category and Sub-Category

Please select a category and sub-category and click next to continue:

Category:
- Business Purpose
- Cash Advances/Fees
- Entertainment
- Except Reimbursement
- Hotel
- Meals
- Mileage
- Other
- Transportation

Sub-Category:
- Cash Pmt of VISA Chg
- Laundry or Valet
- Other Expense
- Other Tip
- Personal VISA Charge
- Telephone or Fax

Help   <Back   Next>   Cancel

150   151   188   153   190   126

Apply   Recon   Intermati   mit   Drag   D

Fig. 19.

Personal VISA Charge

Date: 02/05/1998

Local amount: 15.98

Total in US dollars: 11.74   — 194

Local currency
CANADA (DOLLAR)
Currency code: **CAD**
Exchange rate: **1.3608000**

Change...

192

Information

To prevent possible rounding errors, the exchange rate has been adjusted for this charge.

OK

158

Help   <Back   ⇩ Apply This Item To Your Expense Book   Cancel

Apply

Recon

Drag t

Date	Description	Amt. in USD	Curr. Code	Local Amt.	Pmnt. Type	Rec Req
02/01/1998	Business Purpose	$0.00	USD	0.00		

Fig. 20.

Downloaded Visa Charges

Trans. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
01/15/1998	NATIONAL-T	$281.50	CAD	385.32		385.32	
02/01/1998	UNITED AIR	$450.16	USD	450.16	450.16	0.00	Y
02/05/1998	FIRST BANK	$100.00	USD	100.00	100.00	0.00	Y
02/05/1998	*FINANCE C	$2.00	USD	2.00	2.00	0.00	Y
02/05/1998	HOLIDAY IN	$776.00	CAD	1055.98	1055.98	0.00	Y
02/06/1998	TONY ROM	$20.38	CAD	28.00		28.00	
02/08/1998	OUTBACK S	$17.18	CAD	23.64		12.35	

↧ Apply

✓ Recon

→ Drag

Expense Book Entries

Date	Description	Amt. in USD	Curr. Code	Local Amt.	Pmnt. Type	Rec Req
02/05/1998	Dinner	$29.39	CAD	40.00	VISA	
02/05/1998	Hotel	$146.97	CAD	200.00	VISA	Y
02/05/1998	Airfare	$450.16	USD	450.16	VISA	Y
02/05/1998	Cash Advance Fee	$2.00	USD	2.00	VISA	
02/05/1998	Cash Advance-VISA	$100.00	USD	100.00	VISA	
02/05/1998	Personal VISA Charge	$11.76	CAD	15.98	VISA	

142

196

144

146

Fig. 21.

142

Toolbar: Save | Preview | Book Info. | Defaults | Overrides | Visa Info. | Calculator | Print | Submit

Internati...

Manual Entries... — 210

◇ Apply
✓ Recon...

Downloaded Visa Charges

Trans. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
01/15/1998	SHELL 2001	$17.18	CAD	23.64		23.64	Y
01/15/1998	NATIONAL-T	$281.50	CAD	385.32		385.32	Y
02/01/1998	UNITED AIR	$450.16	USD	450.16	450.16	0.00	Y
02/05/1998	FIRST BANK	$100.00	USD	100.00	100.00	0.00	Y
02/05/1998	*FINANCE C	$2.00	USD	2.00	2.00	0.00	Y
02/05/1998	HOLIDAY IN	$776.00	CAD	1055.98	1055.98	0.00	Y
02/06/1998	TONY ROM	$20.38	CAD	28.00	28.00	0.00	Y

Expense Book Entries

↓ Drag t...

Date	Description	Amt. in USD	Curr. Code	Local Amt.	Pmnt. Type	Rec Rec
02/05/1998	Personal VISA Charge	$11.76	CAD	15.98	VISA	
02/06/1998	Dinner	$20.38	CAD	28.00	VISA	
02/06/1998	Hotel	$146.97	CAD	200.00	VISA	Y

144

146

Fig-22-

150

Select a Category and Sub-Category   X

Please select a category and sub-category and click next to continue:

Category:

Business Purpose
Cash Advances/Fees
Entertainment
Except Reimbursement
Hotel
Meals
Mileage
Other
Transportation

212

151

Sub-Category:

Entertainment
Entertainment Tip

153

214

Choose one

● CASH

○ VISA

216

Help   <Back   Next>   Cancel

126

02/06/1998   Hotel $146.97   CAD   200.00   VISA   Y

142

Fig. 23

GTR Data Entry Screen

Edit Visa Charges Expenses Settings Help

Save Preview Book Info. Defaults Overrides Visa Info. Calculator Print Submit Help

218

Submit for approval and payment.

Manual Entries...

Downloaded Visa Charges

ns. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
/15/1998	SHELL 2001	$17.18	CAD	23.64		23.64	Y
/15/1998	NATIONAL-T	$281.50	CAD	385.32		385.32	Y
/01/1998	UNITED AIR	$450.16	USD	450.16	450.16	0.00	Y
/05/1998	FIRST BANK	$100.00	USD	100.00	100.00	0.00	Y
/05/1998	*FINANCE C	$2.00	USD	2.00	2.00	0.00	Y
/05/1998	HOLIDAY IN	$776.00	CAD	1055.98	1055.98	0.00	Y
/06/1998	TONY ROM	$20.38	CAD	28.00	28.00	0.00	Y

Apply

Recon

Expense Book Entries

	Description	Business Purpose	Amt. in USD	Curr. Code	Local Amt.	Pmnt. Type	Rec Req
e							
01/1998		Business Purpose	$0.00	USD	0.00		

Drag t

144

146

Fig. 24

GTR Data Entry Screen

Edit Visa Charges Expenses Settings Help

Save Preview Book Info. Defaults Overrides Visa Info. Calculator Print Submit Help

Manual Entries...

Internat[...]

□ Apply
✓ Recon
→ Drag t[...]
□ D[...]

220

Confirm

? Submitting a book requires a connection to the server and may take a few minutes depending on the speed of your connection. Are you sure you want to submit this book for approval?

222 — [Yes]   [No]

ns. Date	Merchant	Amt		Curr. Code	Local Amt.	Pmnt. Type	Rec Req
/15/1998	SHELL 2001						
/15/1998	NATIONAL-T						
/01/1998	UNITED AIR						
/05/1998	FIRST BANK						
/05/1998	*FINANCE C	$2.00	USD	2.00	0.00	Y	
/05/1998	HOLIDAY IN	$776.00	CAD	1055.98	0.00	Y	
/06/1998	TONY ROM	$20.38	CAD	28.00	0.00	Y	

Expense Book Entries

	Description	Amt. in USD	Curr. Code	Local Amt.	Pmnt. Type	Rec Req
e						
/01/1998	Business Purpose	$0.00	USD	0.00		

144

146

FIG. 25.

GTR Dat	Book Submission	X	-

Edit

Save

hit

? Help

Internati

Book summary

Submitter LAN ID: hancojm

Amount of prepaid airline tickets: $450.16

Amount of Visa expenses: $798.97

Amount of Cash expenses: $190.50

Book total: $1439.63

Approver: CHRIS MONAHAN

224

Accounting distribution for this book

Your organization: | 01 | 880 | 30 | 2258 | Amount charged to your organization: | $1439.63 |

ActFac	PayFac	Div	Sect	ExpAct	ControlAct	Sub	SubSub	PAC2	OrderNo	ProjectCode	Amount

↕ Apply

☑ Recon

Do you want to proceed with submission of this book?

226 — | Yes | | No |

Moving expenses to server...

↓ Drag

ns. Date
/15/1998
/15/1998
/01/1998
/05/1998
/05/1998
/05/1998
/06/1998
e
01/1998

Fig. 26.

GTR Dat | Book Submitted Successfully

Edit

Save

Help

Book Submitted Successfully!

Book number: 01199810280

International

228

As a result of this submission

Caterpillar owes airlines:	450.16
Caterpillar owes VISA:	+ 910.73
Caterpillar owes you:	+ 78.74
You owe Caterpillar:	- 0.00
Payment total:	= **1439.63**
You owe cashier:	0.00
You owe VISA:	0.00

Reports

☑ Cover sheet
☑ Receipts list
☐ Book history report

Preview...
Print

Submission notes

1. Print the cover sheet and receipts list, then follow the instructions on the cover sheet.

2. Your approver will be notified via e-mail that this expense book is awaiting approval.

3. To view the book history report, choose preview or print. (optional)

Print Book...

Close

⇧ Apply

✓ Recon

→ Drag

ns. Date

/15/1998
/15/1998
/01/1998
/05/1998
/05/1998
/05/1998
/06/1998

e   01/1998